

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V -
Plumbing, General Maintenance, Construction
BPAT and CSI

SALARY GROUP: A19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Thomas L. Vian DATE: 8/23/2013

POSITION #: 022511

I. JOB SUMMARY

Performs advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment; and assigns and/or supervises the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in general maintenance, construction, and plumbing work to include preventive, corrective, and emergency maintenance; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
- B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
- D. Assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Six years full-time, wage-earning plumbing, pipefitting, or pipe welding experience.
3. Plumbing license from the Texas State Board of Plumbing Examiners preferred.
4. Experience in the supervision of offenders preferred.

Must possess or be able to obtain a Texas Commission on Environmental Quality (TCEQ) Backflow Prevention Assembly Testers (BPAT) license and Customer Service Inspectors (CSI) license within 24 months of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of maintenance and construction codes, regulations, and standards.
2. Knowledge of building construction practices, methods, procedures, materials, plans, and specifications.
3. Knowledge of plumbing and pipe fitting procedures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to interpret blueprints, drawings, plans, and specifications for conformance to plumbing codes.
6. Skill in the use of plumbing tools and equipment.

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7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill to train and supervise the work of others.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to review technical data and prepare technical reports.
14. Skill to plan work in order to meet established guidelines.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness, and chill, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, telephone, pipe threading machine, micrometer, thread gauge, and automobile.